

## Fixed-Fee Training Rate Table

<b>FIXED FEE RATES</b> (All rates include training and administration costs)			
Type of Trainee	Class/Lab/ Videoconference	Advanced Technology Class/Lab	CBT
<b>NEW HIRE</b> (Cost per trainee is capped at \$4,740 – 8/8/06).	\$17	N/A	\$8
<b>RETRAINING</b>  (a) Standard  (b) Small business with 100 or fewer, full-time employees; MEC small business with 100% training at employers' worksites; and MEC entrepreneurial.	(a) \$15  (b) \$22	(a) \$22  (b) \$22	
<b>PRIORITY INDUSTRY RETRAINING</b>  Industry sectors currently identified as priorities in the Strategic Plan include manufacturing and high technology (including high tech services, biotechnology and multimedia entertainment), and construction. Priority industries are identified, via NAICS codes. See Section 06.01.02 for details.  (a) Priority industry  (b) Small Business priority and entrepreneurial priority	    (a) \$18  (b) \$26	    (a) \$26  (b) \$26	
<b>CRITICAL PROPOSAL RETRAINING</b>  Single employers may earn up to 25% over the standard fixed-fee rate on a case-by-case basis considering the type of training and any special circumstances specific to the project.	\$15 to \$19	\$22 to \$27	

### Guidelines for Applying the Fixed-Fee Training Rates

- In conjunction with using the fixed-fee, the following maximum class/lab /videoconference trainer- to- trainee ratios have been established: Retraining, 1:20 and New Hires, 1:15. The trainer-to-trainee ratio for Advanced Technology (AT) is 1:10. (For variances to ratio requirement see section 06.02.01.)
- Fixed-fee rates for retraining in single employer Critical Proposals may be up to 25 percent higher than standard fixed-fee rates (with Panel approval, on a case-by-case basis).
- New-hire cost per trainee is capped at the average new-hire cost for the most recent completed year as stated in the Annual Report. If the number of training hours will result in a cost greater than this, the number of hours must be reduced, or the fixed-fee rate must be reduced.
- The class/lab/videoconference rate of \$22 per hour is applicable for (1) small

businesses with 100 or fewer, full-time employees; and, (2) Multiple Employer Contracts (MEC) serving businesses with 100 or fewer, full time employees while providing 100% of the training for all trainees of a participating employer, at that employer's worksite.

- The AT rate of \$22 per hour is applicable to AT skills training which requires a trainer-to-trainee ratio of 1:10 or less and is customized to occupations which involve the production or use of the most sophisticated equipment and software in fields such as electronics, computers, and biotechnology. If the trainer-to-trainee ratio exceeds 1:10, a second trainer must be present during instruction - and – the overall trainer-to-trainee ratio must not exceed 2:20. (Note: The 1:10 ratio is not applicable for small businesses with 100 or fewer employees or retraining MECs serving small businesses with 100 or fewer employees.)
- An Applicant need not submit a budget if they are requesting: (a) a rate on the ETP's Fixed-Fee Rate Table; or, (b) a reimbursable rate for training and administration of less than the Fixed-Fee.
- Special rates are used to fund training for industry sectors that are identified as funding priorities in ETP's Strategic Plan. Priority industries receive 20 percent more than standard retraining rates or AT rates. Industries qualifying for this priority rate as shown in the NAICS table below. If an industry is not included in the table, but a project appears to meet the industry criteria, the Regional Office Manager will approve the priority rate for the contract.
- For MECs serving priority industries, trainees from participating employers in priority industries must be placed in a separate job number(s) on Chart 1 from trainees of employers in non-priority industries.
- Projects may qualify for either priority industry rate or critical proposal rate, but not both.
- Industry sectors currently identified as priorities\* in the Strategic Plan include agriculture, manufacturing and high technology (including high tech services, engineering, biotechnology and multimedia entertainment), goods movement and transportation logistics, and construction.

*\* Note: While healthcare is also identified as a priority, priority fixed-fee rates are not applicable to healthcare training, given the high number of training hours required.*

NAICS Code	Code Range	NAICS Sub-sector or Industry Name
111	111110 - 111999	Crop Production
236	236110 – 238999	Construction of Buildings
237		Heavy and Civil Engineering
238		Specialty Trade Contractors
31-33	311110 – 339999	Manufacturing, including Food Product, Apparel, Petroleum and Coal

<i>NAICS Code</i>	<i>Code Range</i>	<i>NAICS Sub-sector or Industry Name</i>
		Product, Chemical, Primary and Fabricated Metal, Machinery, Computer and Electronic Product, and Equipment Manufacturing
4883	488310 488320 488330	Support Activities for Water Transportation including: Port and Harbor Operations Marine Cargo Handling Navigational Services to Shipping
511	511110 – 511199	Publishing, including Newspaper, Periodical and Book Publishing
511210	511210	Software Publishing
512110	512110	Motion Picture and Video Production
512191	512191	Postproduction Services and Other Motion Picture and Video Industries
541330	541330	Engineering Services, including Civil, Construction, Environmental and Mechanical Engineering Services
541380	541380	Testing Laboratories
<b>541511</b>	<b>541511</b>	Customer Computer Programming Services
<b>541512</b>	<b>541512</b>	Computer Systems Design Services
541710	541710	Research and Development in Physical, Engineering and Life Sciences

- The cost per trainee may be adjusted for support costs, if appropriate. For multiple--employer Agreements, up to eight percent of the total training costs may be added for allowable support costs such as recruitment, job placement, or assessment. If justified, an extra four percent may be approved for promotional mailers to potential new-hire trainees. No budget is necessary.
- For MEC's in which it is documented that the contractor charges clients less than the fixed-fee rate to provide training, ETP may reimburse the contractor at the lesser rate, or other rate as negotiated by Panel staff - rather than the ETP fixed-fee rate.
- A Contractor requesting more than the fixed-fee rate must (1) provide evidence that the fixed-fee cost is insufficient to cover the cost of training; (2) prior to the Agreement being developed, request pre-approval by the Executive Director, or designee, to submit a budget; and (3) submit a budget substantiating all training costs for Executive Director/Panel approval. In addition, MECs must also provide evidence that the participating employers cannot contribute sufficiently to cover the cost of training.